

Job Description

Missouri State Highway Patrol

Class Title: Criminalist Supervisor - Latent Prints

Title Code: V00514

Effective Date: 07/11/08

Date Reviewed: 07/11/08 WEM

Date Revised: 07/10/08

Immediate Supervisor: Laboratory Manager

Position Supervised: Criminalist I, II, III

FLSA Classification: Partial Exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a very responsible professional, supervisory and advanced technical position. Work includes performing and/or supervising complex and technical work in the chemical and scientific analysis of latent prints in criminal and other related investigations. Direction is received from the laboratory director and management staff who make special assignments and review the work through the evaluation of reports and meetings.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Provides direct supervision of criminalists and laboratory technicians, delegates work, monitors work performance, provides guidance and technical assistance, and ensures work is performed according to legal and safe guidelines); supervises, trains criminalists, and participates in crime scene investigations.

Performs a variety of administrative duties (e.g., reviews employee time records and approves/disapproves leave; approves expense reports; handles personnel issues and problems associated with subordinates; prepares correspondence; conducts and attends meetings; serves on committees and advisory boards, as assigned; recommends personnel decisions to staff).

Briefs management staff on discipline activities to include case assignment, status of pending casework, and any other areas of concern that could become public knowledge and/or involve potential legal ramifications for the department.

Confers with other laboratory supervisors and personnel reference laboratory methodology, safety, current issues, scientific and legal developments, and progress of shared caseload, etc.

Provides recommendations and assists in the development and implementation of new and revised methods of analysis to upgrade laboratory capability.

Makes decisions and guides subordinates on the appropriate test methodology based on the quality and quantity of the submitted sample.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Performs and monitors quality control evaluations to verify that appropriate testing procedures are being performed.

Reviews and updates standard operating procedures, training, quality control, and safety manuals, etc., within the chosen/related discipline.

Assesses submitted evidence and guides subordinates in determining which items are most likely to associate or disassociate the victim or suspect with a crime scene.

Regularly works with a variety of potentially hazardous materials (e.g., HIV, hepatitis, and/or unknown pathogen contaminated body fluid evidence; unidentified chemicals on evidence).

Participates in and successfully passes practical competency and/or written test(s) prior to assuming casework using a new or updated testing method.

Collates data and prepares reports; reviews and edits reports prepared by subordinates for clarity and completeness; ensures the criminalist has properly completed and attached the appropriate forms; submits reports for archiving, classification, and proper dissemination per statutory and/or department requirements.

Routinely testifies as an expert witness in a court of law while maintaining composure under intense cross-examination; prepares evidence and exhibits; trains subordinates about the role of an expert witness in legal proceedings; reviews division staff testimony and provides input, as needed.

Participates in and monitors the proficiency testing program for the section; maintains files reference proficiency testing.

Regularly lifts, processes, compares and examines latent prints from crime scenes or parties involved in criminal activity.

Attends workshops, meetings, conferences, and seminars to gather and share information with peers as well as learn about any new developments and/or trends.

Periodically monitors subordinate's job performance and provides appropriate feedback; prepares and conducts a formal evaluation in consultation with division director.

Conducts training of law enforcement personnel about latent print collection and processing, collection and preservation of evidence, and chain of custody procedures.

Educates prosecuting attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews requests for equipment, materials, and/or training by division staff; makes recommendations to division director reference same and communicates decision to affected staff.

Confers with scientific equipment manufacturers, writes specifications for new scientific equipment, and assists in selecting successful bidders on this equipment.

May interact with television, radio, or print media personnel reference forensic science informational news spots.

Supervises crime scene investigations; supervises and/or trains criminalists the procedures utilized in conducting said investigations.

Operates standard office equipment (e.g., personal computer, telephone, fax machine, copier, adding machine, etc.).

Plans, reports, improves, directs, and evaluates the procedures, methods, and personnel associated with the section.

Performs job-related travel, as needed.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the procedures and methods used in processing latent prints.

Knowledge of the preparation of evidence for presentation in court.

Knowledge and practice of the safety rules and procedures in regard to laboratory equipment and chemicals.

Knowledge of quality control procedures and proficiency testing.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to perform assigned work in accordance with prescribed procedures, make accurate observations of test results and prepare accurate records and reports.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to maintain composure while under cross-examination in regard to personal and scientific qualifications and defend findings of fact in court.

Ability to compile and prepare information for presentation (e.g., mock trials held in the laboratory, actual court appearances and teaching training courses).

Ability to distinguish colors necessary to perform laboratory tests.

Ability to perform microscopic work for extended periods.

Ability to recognize and identify minute details.

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment and chemicals.

Ability to gather, assemble, correlate and analyze facts to be incorporated into a report of laboratory tests.

Ability to handle several projects simultaneously.

Ability to plan, assign and direct the work of subordinates.

Ability to train subordinates.

Ability to formulate logical, reasonable conclusions based on available factual information.

Ability to transport tools, equipment and evidence necessary to conduct crime scene investigations.

Ability to perform job-related travel (e.g., appearing in court, conducting crime scene investigations and attending training meetings, seminars, etc.).

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a baccalaureate degree from an accredited college or university.

AND

Possess at least three years experience as a Criminalist III - Latent Prints with the Missouri State Highway Patrol or comparable experience in another ASCLD/LAB accredited forensic laboratory.

(Preference will be given to candidates possessing IAI latent print certification when selecting applicants to be interviewed for this position.)